

**City of South Bend**  
**Administration & Finance Policy Manual**



**2.4 Chart of Accounts Policy**

**Effective: January 1, 2010**

**Purpose:** This policy defines the practice for establishment of the financial general ledger chart of accounts for the City of South Bend.

**Scope:** This statement applies to all governmental units, enterprise operations, and operations of the City of South Bend.

**Responsibility:** This policy is the responsibility of the Controller of the City of South Bend. Changes or revisions to this policy are affected only with the consent and approval of the Controller.

**Effective Date:** This policy is effective January 1, 2010.

**1.0 Policy Statement**

The intent of the financial chart of accounts is to provide a mechanism to record asset, liability, revenue and expenditure transactions, that will affect an adequate internal control enabling the preparation of internal and external financial reports required for effective control of City financial operations.

**2.0 Chart of Accounts Control**

Control of the chart of accounts is the responsibility of the Office of the Controller, and designees as defined by the Controller.

**3.0 Request for Establishment of New Accounts or Changes to Existing Accounts**

All requests for the creation of funds, accounts, departments, divisions, elements, objects, etc., require the approval of the Controller prior to set-up and establishment within the City of South Bend chart of accounts.

All requests for changes to any existing effective account within the chart of accounts require the approval of the Controller.

**4.0 General Ledger System Access Rights**

All requests to grant general ledger system access rights to employees of the City of South Bend require the approval of the Controller.

**5.0 Request for New or Changes to Existing General Ledger Accounts**

All requests for new accounts or for changes to existing accounts are to be submitted to the Office of the Controller for approval using Chart of Accounts Form 1.